



Code: 1379

Family: Human Resources

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Personnel

CLASS TITLE: TESTING SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, designs and develops pre-employment and promotional tests and other selection procedures tools to screen, evaluate and select job candidates that will provide City of Chicago government with a qualified workforce, ensuring tests are reliable, valid and fairly administered, and performs related duties as required

ESSENTIAL DUTIES

- Works with Testing Manager in designing and developing hiring related tests including online and paper-pencil tests, physical demonstration, and centrally administered tests
- Develops guidelines and protocols for the administration, scoring and interpretation of hiring related tests including pre-employment tests designed and/or administered by external vendors
- Conducts statistical analysis to determine psychometric properties of tests and items, test validity, reliability and adverse impact
- Consults with subject matter experts and departmental managers to analyze job requirements and content to establish criteria for test development
- Develops pre-employment tests and rating systems used to assess job competency requirements for employment hiring and promotions
- Develops structured interviews and rating scales (i.e. Behaviorally Anchored Rating Scales)
- Provides technical assistance to hiring departments responsible for administering tests, and to vendors hired to design and/or administer tests on behalf of the City
- Develops Requests for Proposals (RFP) identifying scope of services for the procurement of tests and related services
- Facilitates meetings and/or focus groups with subject matter experts to identify and assess selection procedures and tests to be used to screen applicants for hire
- Drafts technical and progress reports documenting the test development process
- Participates in the review and evaluation of proposals from testing consultants for the selection of testing services
- Acts as a liaison between testing consultants and city personnel to facilitate the development and administration of tests
- Prepares correspondence in response to various inquiries from legal counsel, union officials and candidates relating to the city's testing policies, tests administered, and test scores

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Industrial/Organizational Psychology, Educational Testing and Measurement or a directly related field.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- applicable guidelines that govern the hiring and testing process for City positions
- *principles and practices of test administration and employment assessment practices
- *employment test and assessment design and development methods and practices
- *employment laws and regulations governing the employment assessment and selection process
- *professional standards and guidelines governing the design of assessment tools

Moderate knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *applicable computer software packages and applications (i.e. SPSS and SAS)

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING – Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- DECISION MAKING – Consider the relative costs and benefits of potential action to choose the most appropriate one
- INTERPERSONAL SKILLS – Build internal and external work relationships

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences

- **SPEAK** – Communicate information and ideas in speaking so others will understand
- **WRITE** – Communicate information and ideas in writing so others will understand
- **REASON TO SOLVE PROBLEMS** – Apply general rules to specific problems to produce answers that make sense
- **REACH CONCLUSIONS** – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **LEADERSHIP** – Demonstrate willingness to lead, take charge, and offer opinions and direction
- **DEPENDABILITY** – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ADAPTABILITY / FLEXIBILITY** – Be open to change (positive or negative) and to considerable variety in the workplace
- **ANALYTICAL THINKING** – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

*May be required at entry.

City of Chicago
Department of Human Resources
March, 2012